



Ultimate 106

**Connect up to 6 extensions on a single line, with Voice Mail
and Caller Identification features**

User Guide

For your records

Date of purchase:
Place of purchase:
Serial number (under the lower cover):
Purchase price:

For warranty purposes, proof of purchase is required, so please keep your receipt.

Personal Emergency Numbers

1	
2	
3	
4	

*A licence from the Performing Right Society is required when businesses use copyright music with this equipment. For further information or to obtain a licence call 0800 068 4828.

Contents

<i>At a glance</i>	<i>1</i>
<i>Introduction</i>	<i>4</i>
<i>Installation</i>	<i>5</i>
<i>Setting up your Ultimate 106 system</i>	<i>9</i>
<i>Setting up the Answering Machine and Call Director</i>	<i>18</i>
<i>Using your phone extensions</i>	<i>25</i>
<i>Using BT Select Services</i>	<i>31</i>
<i>Maintenance</i>	<i>34</i>
<i>Wall mounting</i>	<i>35</i>
<i>Help</i>	<i>36</i>
<i>Technical information</i>	<i>37</i>
<i>Ultimate 106 default settings</i>	<i>38</i>
<i>Index</i>	<i>40</i>

Introduction

Your Ultimate 106 has been designed for ease of use and made to the high standards set by BT.

To make the best use of your Ultimate 106 features, we recommend that you subscribe to the following BT Select Services.

Call Waiting – Allows you to be notified of a second call while you are already engaged in conversation.

Caller Identification – Allows your Ultimate 106 to receive the caller's details before you answer the call.

Call Sign – Allows you to allocate a second number to a specific extension such as a fax machine without the need for a separate line.

Any standard tone dialling telephone can be connected to the Ultimate 106.

Additionally, a door intercom unit can be answered from any extension phone and the door opened by pressing the keypad buttons.

Please read the instructions carefully before use and retain this user guide for future reference.

CUSTOMER HELPLINE

*Should you have problems with your installation, call the Ultimate 106 Helpline on **0845-3300042**.*

Unpacking your Ultimate 106

If anything is missing, please contact your place of purchase immediately.

-
- Ultimate 106 (with mains power cord 13amp and 3-pin plug attached).
-
- Telephone line cord
-
- User guide
-
- Extension installation kit (optional)
-
- Lead for CD/cassette player for music on-hold feature
-
- Mounting screws
-

Installation

Wall mounting the Ultimate 106

We advise that you wall mount your Ultimate 106.

Please ensure that:

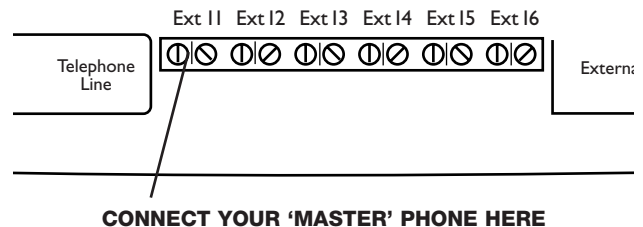
- **You install your Ultimate 106 next to your master telephone socket (within 2m) and a power point (within 1.5m).**
- The wall can support the weight of the Ultimate 106.
- The visual indicators on the Ultimate 106 are visible.
- **Once installed, your Ultimate 106 is easily accessible and you can easily remove the lower cover if required.**

Please see 'Wall mounting' on page 35

Extension numbers

You can have up to 6 extensions from your Ultimate 106 and each extension has a 2-digit number. These six numbers are 11, 12, 13, 14, 15, and 16.

Extension 11 is the master phone which must be connected and situated very near to your Ultimate 106. It is the extension that is used when making any settings that affect your whole system.



IMPORTANT

Extension 11 will be connected directly to your telephone line so, in event of mains power failure calls can be made from this extension only.

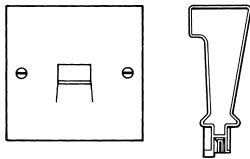
To connect up to 6 master extension sockets

IMPORTANT

You must connect your extensions to a MASTER telephone socket. You can purchase master sockets and wiring kits from any good electrical retailer.

1 Install the required number of extension sockets

In your Wiring Kit you will find the white socket(s) and a disposable insertion tool.

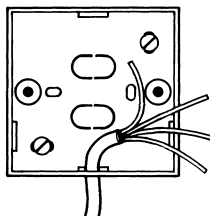


You will need to decide how you wish to fix the extension socket and how the cable will be run into it.

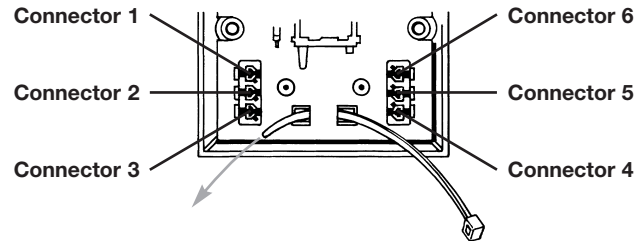
Push out the plastic 'holes' in the backbox that correspond with where you wish the cables to run.

Screw the backbox of your extension socket onto the skirting board or wall using the screws provided.

Now strip off approximately 5 cms (about 2 ins) of outer sheath from the extension cable. The colour-coded covering on the wires in the cable should not be stripped.

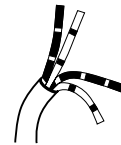


Run the required cable length to your Ultimate 106. Attach the cable firmly to the wall.



Thread the plastic wire grip through the socket (as shown above).

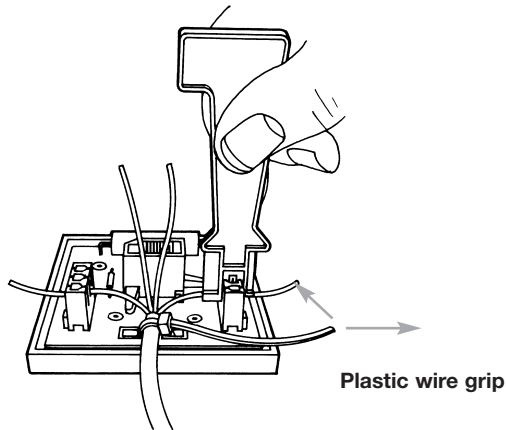
The telephone extension cable contains 4 strands of wire, 2 with broad orange, or blue stripes, 2 with narrow orange or blue stripes.



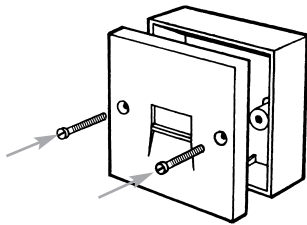
Choose a pair of wires of the same colour, for instance the broad blue stripes and the narrow blue stripes.

Then, holding the insertion tool, as shown, simply push the wires firmly into connection 2 and 5. The broad blue stripes into connector 2, the narrow blue stripes to connector 5. Secure the cable with the cable grip.

Only 2 wires are connected to terminals 2 and 5. Leave the 2 wires that are not used coiled up neatly in the back of the socket for future use.



Pull the plastic wire grip tight, trapping the wire.



Finally, fit the front plate onto the backbox with the screws provided.

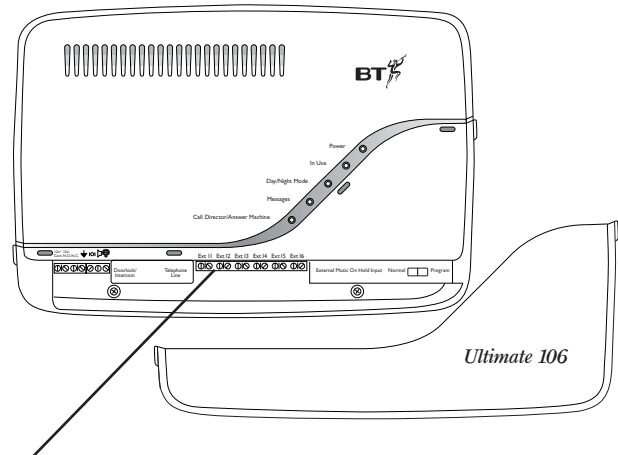
IMPORTANT

Please note, cable supplied may not match exactly the colours specified.

Please ensure that the 2 wires used at the extension socket are the same 2 wires used at the Ultimate 106 connectors.

2 Connect the extension sockets to the Ultimate 106

Remove the lower cover from the Ultimate 106.



There are 6 sets of twin screw connectors.

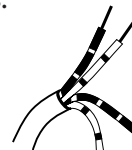
The telephone extension cable contains 4 strands of wire, 2 with broad orange or blue stripes, 2 with narrow orange or blue stripes.

IMPORTANT

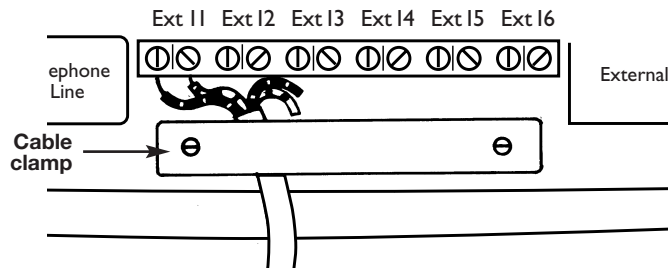
If you have connected the 2 blue strands to the socket, you must also connect the blue strands to the twin screw connectors in the Ultimate 106.

Equally, if you have connected the 2 orange strands to the extension socket, you must connect the 2 orange strands to the twin screw connector.

Strip the insulation cable off at the end in order to expose 5mm of copper wire for the blue or orange strands.



First remove the cable clamp. Connect the 2 exposed wires into the first set of twin screw connectors in your Ultimate 106 and tighten the screws to secure the wire, in place.

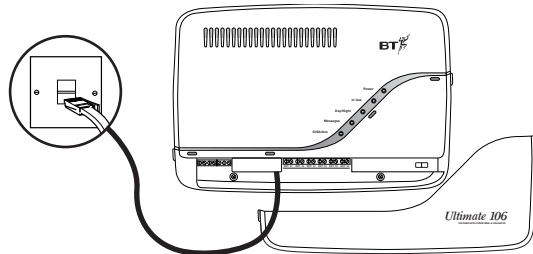


Replace the cable clamp when finished.

PLEASE NOTE

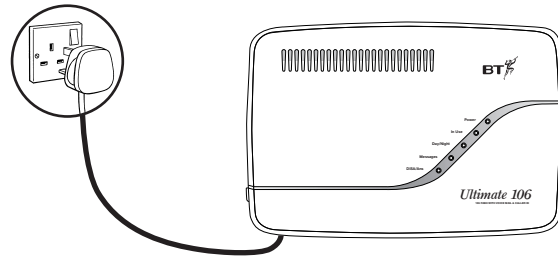
If you are planning to site 2 extension sockets side by side, you can use the blue wires for one socket and the orange wires for the second socket.

3 Connect the telephone line cord



If you do not have modern phone sockets, call **Freefone 0800 800 150** and ask for a BT engineer to come and fit the correct type. This is a chargeable service.

4 Connect the power cable



Connect the 3-pin plug into the mains socket and switch the power on. The POWER light comes on.

Your Ultimate 106 is now installed

Setting up your Ultimate 106 system

Before you use your Ultimate 106, you must select some basic settings in order to choose the way you want your phone system to work.

There are 2 types of settings which you can adjust: System settings and Extension settings. When changing System settings switch to Program mode, when changing Extension settings switch to Normal mode (see program switch on “*At a glance*” page 1).

All settings must be carried out using the master phone on extension 11.

System settings

System settings affect all extensions connected to your Ultimate 106. To change Systems Settings, the Programme switch must be set to **PROGRAM**.

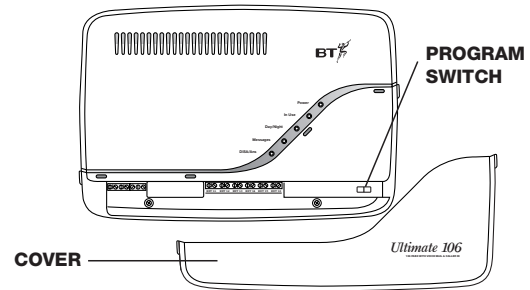
- Time and Date.
- Day and Night Ringing.
- Call Barring.
- Hotline.
- Fax Extension.
- Direct Line Extension.
- System Reset.
- Music.
- Extension Ring Delay.

IMPORTANT

*When in program mode, the extensions 11-16 are identified as the following:
extn 11 = 1, 12 = 2, 13 = 3 etc.*

To make any system settings

Remove the lower cover.



Set the programme switch to **PROGRAM**.

Remember to switch off the programme switch when you have finished changing system settings, otherwise you will not be able to receive or make any calls when in Program mode. Callers will still hear the usual ringing tone.

PLEASE NOTE

When in program mode, a different kind of dial tone is heard and the “In Use” light comes on.

Time and date settings

Your Ultimate 106 automatically adds the time and date received to each voice mail message.

When you subscribe to BT's Caller Identification service, the time and date is automatically set with the first call you receive. It is then updated each time a call is received. If you do not have Caller Identification, simply follow the steps below to set the time and day.

To set the time

Press keypad buttons in order shown

From your master phone, extension 11:



In program mode.

73#

Enter the time code.

eg.

15-15

Enter the hour and minutes in 24-hour format.

#

To confirm.

Your Ultimate 106 announces the time entered, e.g.

"The time is 3.15pm"

Replace the handset back on the cradle.

To set the day



In program mode.

From your master phone, extension 11:

74#

Enter the date code.

eg. 27

Enter the date, (01-31).

eg. 02

Enter the month, (Jan = 01, Dec=12).

eg. 99

Enter the year.

1-7

Enter the day (1 = Mon, 2 = Tue, 3 = Wed, 4 = Thur, 5 = Fri, 6 = Sat, 7 = Sun).

#

To confirm.

Your Ultimate 106 announces the date entered, e.g.

"Monday February 27th"

Replace the handset back on the cradle.

Extension ring delay

You can set your Ultimate 106 to delay ringing certain extensions when a call comes in. For example, if you want extension 11 to ring before any others, then you need to put a delay on all the other extensions.

From your master phone, extension 11:

To set the ring delay



In program mode.

2

Enter this code.

Ext

Enter the extension number you require (**1-6**).

#

To confirm.

Delay

Enter the Ring Delay you want

0 = No Delay (**1-9** = 1-9 rings).

Enter when you want the ring delay to apply.

1

Day mode only.

2

Night mode only.

3

Day and night mode.

Your Ultimate 106 announces the extension and ring delay. ***"Extension 13, ring delay is 3 rings"*** and (day mode) or (night mode) if applicable.

Replace the handset back on the cradle.

Day and night modes

You can set which extensions you want to ring during the day and which ones you want to ring at night. You can also set the times when day and night modes begin and end.

The default (original) setting is for all connected extensions to ring at all times.

If you are using day and night modes, we recommend that you set up the ringing you require individually for each extension in turn.

For example:

At home you could set just one extension phone to ring at night, so no one else will be disturbed should someone ring you.

At work, you could set one phone only to ring during office hours so a receptionist can answer all calls. Outside office hours, all extensions can ring so any available person can take the call.

To select which extensions ring during the day

Press keypad buttons in order shown



In program mode.

From your master phone, you can set the extensions that you want to ring during the day. The default (original) setting is for all extensions to ring.

1 Enter this code.

Ext Enter the number of the individual extension you want (**1-6**).

To confirm.

1 Enter **1** to enable day mode ring (default).

For example, to program extension 14 to ring for day mode: **14#1**.

If you wish to set extension ringing for all your extensions, these instructions must be repeated for each extension.

Replace the handset back on the cradle.

To stop extensions from ringing during the day



In program mode.

From your master phone, you can stop specific extensions from ringing.

1 Enter this code.

Ext Enter the number of the individual extension you don't want to ring (**1-6**).

To confirm.

2 Enter **2** to disable day ring mode.

Replace the handset back on the cradle.

To select which extensions ring during the night



In program mode.

From your master phone, you can set the extensions that you want to ring during the night.

1 Enter this code.

Ext Enter the number of the individual extension you want to ring (**1-6**).

To confirm.

3 Enter **3** to enable night mode ring (default).

For example, to program extension 15 to ring for night mode: **15#3**.

If you wish to set extension ringing for all your extensions, these instructions must be repeated for each extension.

Replace the handset back on the cradle.

To stop extensions ringing during the night

- ☐ In program mode.
From your master phone, you can stop specific extensions from ringing.
- 1** Enter this code.
- Ext** Enter the number of the individual extension you want (**1-6**).
- #** To confirm.
- 4** Enter **4** to disable night mode ringing.
- Replace the handset back on the cradle.

To set when day-time ringing starts

- ☐ In program mode.
- 71#** Enter this code.
- 00-23** Enter hour and minutes in 24-hour format.
- #** To confirm.
- For example, to start the day-time setting at 8.30am: **71#0830#**.
- Your Ultimate 106 announces
"Day mode start 8:30 a.m."
- Replace the handset back on the cradle.

To stop day-time ringing from automatically switching on

- ☐ In program mode.
- 71##** Enter this code.

To set when night-time ringing starts

- ☐ In program mode.
- 72#** Enter this code.
- 00-23** Enter hour in 24-hour format.
- 00-59** Enter minutes.
- #** To confirm.
- For example, to start the night-time settings at 6pm: **72#1800#**.
- Your Ultimate 106 announces
"Night mode start 6pm."

To stop night-time ringing from automatically switching on

- ☐ In program mode.
- 72##** Enter this code.
- Replace the handset back on the cradle.

PLEASE NOTE

If you are in day or night mode, and you wish to change mode before the preset time, follow these instructions: (whilst in normal mode)

*To switch from night to day mode: **83#***

*To switch from day to night mode: **84#***

This will not alter the preset mode permanently.

Call barring

You can stop calls, such as international or premium rate, being made from an extension.

To set call barring

Press keypad buttons in order shown



In program mode.

4

Enter this code to start call barring.

Ext

Enter the extension number you want to bar calls from (1 = 11, 2 = 12 etc.)

#

To confirm.

Now choose the type of barring:

0

No restrictions; all calls allowed.

1

Allows speed dial numbers, **999**, **112** and **144**, numbers not beginning with **0** or **1**.

2

Allows speed dial numbers only, **999**, **112** and **144**.

3

Allows **999**, **112** and **144** only.

Your Ultimate 106 announces, for example: ***"Extension 12 barring is level 3"***

Replace the handset back on the cradle.

Creating a hotline number

You can designate an extension telephone as a hotline. This means the telephone will automatically dial a pre-set number whenever the receiver is lifted. A hotline number overrides any call-barring restrictions that have been set.

For example, if the Ultimate 106 is installed in a bar, one extension can be set to dial a local taxi service. At home, you may want to provide children with a phone that will automatically call your work number.

To set a hotline number



In program mode.

5

Enter code.

Ext

Enter extension you want as a hotline (**2-6**). (Extension **1** cannot be used as a hotline.)

#1

To confirm.

Your Ultimate 106 announces, for example: ***"Extension 12 is set for hotline"***.

The hotline number that will be dialled must be stored as a speed dial number, location 50, see page 29 of this user guide to store speed dial numbers.

PLEASE NOTE

*The following numbers can always be dialled, whatever level of call barring you set:
999, **112**, **144** emergency services and
Chargecard calls.*

PLEASE NOTE

*The hotline number is dialled immediately after the handset is lifted. You can still answer incoming calls on a hotline extension and you can transfer calls (using the **RECALL**) button. There is no voicemail from this extension.*

To cancel the hotline number

- ☐ In program mode.
- 5** Enter this code.
- Ext** Enter the extension number (**2-6**) you have as a hotline.
- #** Enter this code.
- 6** To confirm.
- Replace the handset back on the cradle.

Connecting a payphone

You can connect a private payphone as one of your extensions to the Ultimate 106. None of the Ultimate 106's features are available to a payphone extension, it simply behaves as a standard telephone line. If you hear an engaged tone when the receiver is lifted, it means another extension is using the line. This option is also used. Note that only one extension can be set as a payphone extension.

It is possible to accept incoming calls at a payphone extension and to use normal call transfer functions (using **RECALL**).

To set a payphone as an extension

- ☐ In program mode.
- 5** Enter this code.
- Ext** Enter the extension number you want to set as a payphone (**2-6**).
- #** To confirm.
- 2** Enter 2 to set as payphone mode.
- Your Ultimate 106 announces, for example:
"Extension 12 is set for payphone"
- Replace the handset back on the cradle.

PLEASE NOTE

For a payphone extension:

- *You do not need to dial **9** to get an outside line.*
- *A voicemail box cannot be assigned to a payphone extension.*

To cancel a payphone extension

- ☐ In program mode.
- 5** Enter this code.
- Ext** Enter the payphone extension number (**2-6**).
- #** To confirm.
- Your Ultimate 106 announces
"Extension 12 is set for normal".
- Replace the handset back on the cradle.

Connecting a fax machine

You can set a fax machine as one of your extensions. This also enables incoming fax calls to be recognised automatically, using either the BT Call Sign service or the Ultimate 106 Call Director.

To set a fax machine as an extension

- ☐ In program mode.
- 5
Ext Enter the Fax extension number (2-6).
#6 Your Ultimate 106 announces ***"Extension 12 is set to normal"***.
- 5 Enter this code.
Ext Enter the extension number you want to set as a fax machine (2-6).
To confirm.
3 To set automatic fax tone sensing when the Call Director mode is switched on. This sends incoming fax calls direct to the fax machine when the fax tone is detected. Your Ultimate 106 announces, for example: ***"Extension 12 is set for fax"***.
Or
4 To set automatic recognition of incoming calls when you are subscribing to BT Call Sign service. Incoming calls with the distinctive ring will be diverted to this extension. Ringing at other extensions is delayed for two rings and therefore other extensions will not ring at all for incoming calls with the distinctive ring. Your Ultimate 106 announces, for example: ***"Extension 12 Call Sign on, delay on"***.

Or

- 5 To set automatic recognition of incoming calls when you are subscribing to BT Call Sign service. Ringing at all extensions starts immediately but will stop if the distinctive ring is detected, in that case only this extension will continue to ring, Your Ultimate 106 announces, for example: ***"Extension 12 Call Sign on, delay off"***.
Please note that you may need to set your fax machine to automatic, or add a ring delay to this extension.

PLEASE NOTE

A voicemail box cannot be assigned to a fax extension.

To cancel a fax extension

- ☐ In program mode.
- 5
Ext Enter the Fax extension number (2-6).
#6 Your Ultimate 106 announces ***"Extension 12 is set to normal"***.

Resetting the system

If you wish to de-program all you have set and return your Ultimate 106 to the default settings, you will need to re-set the system.

A reset will clear all the settings you have made. It will also reset the memory and clear all the voice messages, outgoing messages and speed dial numbers.

To reset the system

- ☐ Switch to program mode.
- 91#1★
0★6★ Enter this code.
- # To confirm. The Ultimate 106 will announce: **"System reset"**.
- ☐ Set switch back to normal mode.
- Hang up handset and wait 30 seconds until IN USE light goes out.
- Do **NOT** switch off power until IN USE light goes out.
- This resets the system completely and clears all settings.

To reset all except speed dial names and numbers, OGMs and voicemail messages

- ☐ In program mode.
- 92#1★
0★6★ Enter this code.
- # To confirm.

Playing music to callers on hold

You can play music to callers who are put on hold while waiting to be connected to one of the extensions.

Your Ultimate 106 lets you choose between playing a pre-set tune or connecting a CD or cassette player to play the music of your

choice. By recording a looped tape you can also play a message for your callers which will continually repeat.

To play the pre-set music on hold tune (default setting)

- ☐ In program mode.
- 81# Enter this code. Callers put on hold will automatically hear the pre-set tune.

To disable the pre-set tune

- ☐ In program mode.
- 82# Enter this code.
- Remove any jackplug from the music on hold socket.

To play your own choice of music or message

- ☐ In program mode.
- Plug your CD or cassette tape player jackplug into the music on-hold socket. Set your CD or cassette player to **PLAY**.
- 82# Enter this code. Callers put on hold will be played the music or message.
- You can stop external music on-hold by removing the jackplug from the music on-hold socket.

IMPORTANT

*After you have programmed your system settings you must set the program switch to **NORMAL**.*

Setting up the Answering Machine and Call Director

The Ultimate 106 is equipped with a digital recording system, which allows callers to leave messages. The system can work in one of 2 modes, Answering Machine or Call Director. Between the 2 modes, you have complete control over your voice mail. You can switch between Answering Machine and Call Director mode at any time (provided there are no messages in the system).

Answering Machine

Your Ultimate 106 acts just like a normal answering machine to take calls, play your outgoing message (OGM) and record incoming messages. If you subscribe to BT's Caller Display service, the system automatically stores information about the call. (See Caller Identification, page 31.) The answering machine can be operated from any extension or remotely from an outside phone.

Call Director

Your Ultimate 106 enables callers to ring specific extensions only and leave a message if the extension does not answer.

Your outgoing message should include a list of the extension numbers. When the caller dials an extension number, they are put through to that extension only. If fax tones are heard, the Call

Director automatically sends the call to the fax machine (if one is connected). If the caller does not select a specific extension, then the Call Director will ring all the extensions (or those that have been set to ring during the day or night. For day-time/night-time ringing, see pages 11-13).

If the extension called does not answer, the voice mail system will ask the caller to record a message. ***"Sorry, extension is unavailable, please record a message after the tone."***

The message is then stored in the voice mailbox for that extension only. This helps keep messages separate and saves other users from having to listen to messages that are not intended for them.

Please note that if a caller does not choose an extension then they will not be able to leave a message.

To set-up Answering Machine

To select answering machine mode

Press keypad buttons in order shown



Set the Normal/Program switch to **PROGRAM**.

From extension 11 only.

84#

Enter this code, your Ultimate 106 announces ***"Answering machine is set"***.



Replace handset and set the Normal/Program switch to **NORMAL**.

To set the ring delay for Answer Machine/Call Director

- ☐ Set Normal/Program switch to **PROGRAM**.
From extension 11 only.
- 6 Enter this code.
- 3# Toll saver (answers after 6 rings if there are no new messages in mailbox 1, after 2 rings if there are new messages in mailbox 1). Your Ultimate 106 announces: *"Answering delay is set"*.
Or
- 4# 2 rings. Your Ultimate 106 announces: *"Answering delay is two rings"*.
Or
- 5# 6 rings. Your Ultimate 106 announces: *"Answering delay is six rings"*.
Or
- 6# 9 rings. Your Ultimate 106 announces: *"Answering delay is nine rings"*.

To turn answering machine on, from any extension

- ☐ When in normal mode.
- 86# Enter this code, your Ultimate 106 announces *"Answering machine is on"*.

To turn answering machine off, from any extension

- ☐ When in normal mode.
- 87# Enter this code, your Ultimate 106 announces *"Answering machine is off"*.

To record an outgoing message (OGM)

- ☐ In normal mode.
- 36# Enter this code, your Ultimate 106 announces *"Please record your outgoing message after the tone"*.
Example of OGM
"Hello. I'm sorry we can't take your call at the moment, but if you leave a message we'll call you back. Please speak after the tone".
- # To stop recording. The Ultimate 106 replays your OGM, and then announces: *"Press square to confirm"*.
- # To save your OGM or hang-up to abort without saving the message.

To replay your outgoing message

- ☐ In normal mode.
- 36# Enter this code, your Ultimate 106 announces *"Please record your outgoing message after the tone"*.
- ★ Press while the voice is announcing this message, and your outgoing message will be replayed.

To delete your outgoing message and use the system default OGM

Press keypad buttons in order shown



In normal mode.

36# Enter this code.

0 Enter **0**.

To switch individual extension mailboxes on



When in normal mode.

From the extension you wish to switch on voicemail:

81# Enter this code to switch your extension voicemail on.

IMPORTANT

You cannot switch between Call Director and Answering Machine modes if there are any messages stored in the system. You must delete any messages before switching (see page 23).

To turn Call Director ON, from any extension



When in normal mode.

86# Enter this code, your Ultimate 106 announces ***"Call Director is on"***.

To set up Call Director

To select Call Director mode



Set the Normal/Program switch to **PROGRAM**.

From extension 11 only.

83# Enter this code, your Ultimate 106 announces ***"Call Director is set"***.

Hang up.



Set the Normal/Program switch to **NORMAL**.

If you wish callers to be directed straight to the Call Director OGM without ringing any of your extensions, first a ring delay of 2 must be set on each extension. Please see page 11 and 19.

To turn Call Director OFF, from any extension



When in normal mode.

87# Enter this code, your Ultimate 106 announces ***"Call Director is off"***.

To record a Call Director OGM



When in normal mode.

37#

Enter this code from any extension, your Ultimate 106 announces *"Please record your call director message after the tone"*.

Speak your Call Director OGM.

#

To stop recording.

The Ultimate 106 replays your OGM then your Ultimate 106 announces *"Press square to confirm"*.

#

To save your call director OGM or hang-up to abort without saving the message.

Example of home/business message:

"Thank you for calling Holmes Newsagents. If your call is for the shop please press 11; if your call is personal please press 12. Otherwise please hold and your call will be connected."

To replay the Call Director OGM



When in normal mode.

37#

Enter this code, your Ultimate 106 announces *"Please record your call director message after the tone"*.



Press while your Ultimate 106 is announcing this message, and your call director outgoing message will be replayed.

Call Director, example OGMs

At home:

"Hello welcome to the Smith's; for Alan dial 11, for Jane dial 12, for Peter dial 13 for Sarah dial 14, for Mike dial 15, to be connected to the fax machine dial 16; or just wait for a moment until someone answers."

At work:

"Thank you for calling The Grand Restaurant. To make a reservation dial 11; to speak to someone in the kitchen dial 12; to speak to someone in the bar dial 13; for administration or accounts dial 14; and to send a fax dial 15. Otherwise please hold and your call will be connected."

To delete your Call Director OGM and use the system default OGM



When in normal mode.

37#

Enter this code.

0

Enter **0**.

To record an extension mailbox OGM

Press keypad buttons in order shown

- 35#** Enter this code. Speak your new OGM into the handset at the extension phone.
- #** To end recording. Your message is played back. Ultimate 106 announces: *"Push square to confirm".*
- #** To save.

To replay or delete an extension mailbox OGM

- 35#★** Enter this code to replay your extension OGM.
- 35#0** Enter this code to delete your extension OGM.

Your messages

If a caller does not leave a message but you have Caller Identification, you will hear the Caller ID information and the date and time the message was received.

As well as recording a message, your Ultimate 106 adds the following information, so when you play a message back, you will hear in this order:

- Number
- Day or week.
- Date.
- Time.
- Message.

For example, a message might be:

"Message from 0161 743 9660 on Monday 17th January. 'Hi this is David, I can't make it tonight but call me when you get in.'"

Playing back your messages

Your Ultimate 106 has a total capacity of up to 96 messages (standard voice recording) or 49 minutes recording time approximately, whichever is reached first. If the recording memory becomes full, new messages will not be recorded and you must delete old messages. Note that the speed dial numbers and outgoing messages are stored as messages and therefore also use up the message number limit and time limit.

PLEASE NOTE

If record quality is set to HI, there will only be approximately 21 minutes remaining.

To set recording quality for playing back your messages



In program mode.

61#

For standard quality (max. 49 minutes recording time). Silence detection is on so that silences in the call are not recorded, giving longer time.

62#

For high quality (max. 21 minutes recording time). Silence detection is off so all of the call is recorded.

To hear how much recording time is remaining

- 34# Enter this code.
- Your Ultimate 106 announces ***"Please hold the line, you have 30 minutes of record time remaining"***.

To replay Answering Machine or Call Director voice-mail messages

- If new messages have been received, when you lift any handset the dialtone changes to a higher pitch. The LED on the Ultimate 106 will also be illuminated.
- 7 Press **7** to play your messages. If you have no messages your Ultimate 106 will announce ***"No messages"***, otherwise it will announce ***"You have X messages"*** the message will then be played.
- During message playback:**
- 90 To delete the current message.
- 91 To go back to the previous message.
- 92 To repeat the current message.
- 93 To skip to the next message.
- 95 To dial the number that the call came from (only if Caller Display is activated and number available).
- 96 To speak the number (or name) that the call came from (only if Caller Display is activated).
- 9# To skip to the end of ***"Time/date announcement"*** and go straight to the message.

At the end of your message, the voice announces ***"End of message, press 1 to replay the messages"***.

- 1 Press **1** to replay or hang-up to exit.

PLEASE NOTE

The above menu selections must be pressed during playback at a message in order to activate the function.

Accessing the Answering Machine or Call Director from another telephone

You can call your Ultimate 106 from an outside telephone to operate the answering machine or to access messages in your individual Call Director voice mailbox.

You need a 4-digit PIN number to access the Answering Machine.

To program your PIN

- ☐ In program mode.
- 31# Enter this code using extension 11..
- KEYPAD Enter a 4 digit PIN code of your choice (exclude **★**, **#** keys).
- # To confirm.

**To operate your Answering Machine
from another telephone**

Press keypad buttons in order shown

Your Ultimate 106 must be set to answering machine mode. See page 18.

KEYPAD

Dial your number and wait for the answering machine to take your call.

★

During the outgoing message.

KEYPAD

Enter your PIN.

You may now use the following options:

7

Press **7** to play back the messages.

90

To delete the current message.

91

To go back to the previous message.

92

To repeat the current message.

93

To skip to the next message.

96

To speak the number that the call came from (only if Caller Display is activated).

**To operate your Call Director voice
mailbox from another telephone**

Your Ultimate 106 must be set to Call Director mode. See page 20.

KEYPAD

Dial your number and wait for your Ultimate 106 to answer.

KEYPAD

Enter your 2-digit extension number during the outgoing call director message.

Wait for your voicemail OGM.

★

When your voicemail OGM is being played.

KEYPAD

Enter your 4 digit PIN followed by **#**.

You may now use the following options:

7

Press **7** to play back the messages.

90

To delete the current message.

91

To go back to the previous message.

92

To repeat the current message.

93

To skip to the next message.

96

To speak the number that the call came from (only if Caller Display is activated).

Using your phone extensions

Making and receiving calls

To make internal calls

You can use your system to make internal calls simply by dialling the 2-digit extension number you want. You can also make all other extensions ring, and speak to the first person to answer.

Lift the handset and dial the relevant extension number:

- 10 Rings all extensions.
- 11 Rings extension 1.
- 12 Rings extension 2.
- 13 Rings extension 3.
- 14 Rings extension 4.
- 15 Rings extension 5.
- 16 Rings extension 6.
- 17 Rings the door intercom (if installed).
- 18 Rings the door intercom and opens the door (if installed).
- 19 Announces the time.

To make an external call

Lift the handset of any extension phone:

9

To get the dialling tone.

KEYPAD

Dial the number you want.

To redial a number

You can redial the last number dialled on your line (not necessarily your extension).

Lift the handset.

★ 00

There will be a short pause before the number is dialled.

PLEASE NOTE

This will be the last number dialled from ANY extension – not necessarily this one.

To answer a call

Pick up the extension handset and speak.

To answer a call ringing at another extension

Pick up the handset.

2

Press **2** to speak to the caller.

To put a call on hold

Press keypad buttons in order shown

An external call may be placed on hold while you do something else. You can set your Ultimate 106 to play music or a message automatically to callers on hold (see page 17). Your caller will not be able to hear you until you take the call off hold.

RECALL The caller is put on hold.

RECALL To speak to your caller again.

To hold a 3-way call

You can hold a 3-way conversation between 2-extensions and one external caller.

During an external call:

RECALL To put the caller on hold.

Ext Enter the 2-digit number for the extension you want (11-16).

RECALL When the extension answers. You can now talk to both callers at the same time.

To transfer a call between extensions

You can transfer an external call to any other extension in your system.

RECALL The caller is put on hold.

Ext Enter the extension number you want. 11 to 16. When the called extension answers, you can communicate with them.

Hang up to transfer the call.

To forward calls to another extension

You can forward calls from one extension to another.

Lift the handset of the extension you want calls forwarded from:

4

Ext Enter the number of the extension to which you want your calls forwarded (**1-6**).

To confirm.

When the handset is picked up, the voice announces ***"Extension divert is set"***.

QUICK TRANSFER

To transfer a call without talking to the other extension, press the Recall button, the extension number and then hang up.

If there is no answer from the extension you dialled within 30 seconds, the caller will be returned to your extension which will ring.

To cancel call forwarding

4★# Enter this code. The Ultimate 106 announces: *"Extension divert is off"*.

To set "Do not disturb"

If you do not wish to receive any calls on your extension, lift the handset:

40# Enter this code. The Ultimate 106 announces: *"Extension do not disturb is set"*.

If the extension handset is picked up, the dialtone will be slightly broken to confirm *"Do not disturb is set"*.

To cancel "Do not disturb"

4★# Enter this code. The Ultimate 106 announces: *"Extension do not disturb is off"*.

To hear a time announcement

If you wish to hear the current time from any extension:

19 Enter this code.

To set an alarm call

You can set an extension to ring at a specific time during the next 24 hours:

85# Enter this code.

KEYPAD Enter the hours then the minutes using the 24-hour clock to set the alarm call time. For example, to set 8:30 am, enter 0830.

To repeat daily.

Or

★ To confirm. To sound only once.

The voice announces *"Alarm on. 8:30 am"*.

When the alarm call is due, the extension rings for 30 seconds. If answered, the voice announces *"This is your Alarm call. The time is now 8.30 am"*. One alarm call per extension (within 24 hrs). This must be set at the extension to which you wish the wake-up call to ring.

To cancel an alarm call

85## Enter this code at the appropriate extension. The voice announces *"Alarm cleared"*.

Using your Ultimate 106 as a Room Monitor

You can use extensions on your Ultimate 106 to monitor sounds.

To set the Room Monitor

Press keypad buttons in order shown

To hear the sounds close to an extension:

Lift the receiver.

80# Enter this code on the extension phone and leave the receiver off hook.

When that extension is dialled from any other extension, you can hear the sounds at the off-hook extension instead of an engaged tone.

By using speakerphones as extensions, it is possible for 2-way communication between the extension on Room Monitor and another extension.

Using Ringback

You can set your Ultimate 106 to tell you when engaged extensions or telephone numbers are free again.

To set automatic internal Ringback

Your Ultimate 106 can be set to call you back when an engaged extension or external line you have dialled becomes free again.

Before replacing the handset:

RECALL

5

Replace the handset. When the extension becomes available, your handset will ring for 30 seconds. When you pick up the handset, the voice announces: ***"Ringback Extension X"*** or ***"Ringback external line"***. Then the extension you are calling rings. Automatic extension Ringback does not apply to the doorphone.

PLEASE NOTE

If you lift the handset while waiting for Ringback, the internal Ringback request is cancelled.

To use the BT Ringback service

With the BT Ringback service, when an engaged telephone becomes free again, you are called back.

This is a BT Network Service and is chargeable. Please contact BT for more details.

When you hear the engaged signal:

5

Press **5**.

Replace the receiver. When the network rings back, all extensions will ring. When you lift the handset, the call is connected.

PLEASE NOTE

If you have set Answer Machine, the Ringback will continue to ring all extensions. It will not be answered by the Answer Machine.

To cancel a BT network Ringback

9

Enter this code from any extension.

#37#

Using the speed dial memory

Up to 50 names and numbers may be stored in the system.

To store a name and number

6

Enter this code.

The voice announces ***"Record name"***.

Speak the name to go with the number into the handset.

After 3 seconds the voice announces ***"Enter 2 digit location and number"*** (to shorten the length of the recorded name, press **RECALL** while recording).

RECALL

01-50

Enter the 2-digit memory location under which you want to store the number. (Select from **01** to **50**).

KEYPAD

Enter the telephone number you want. (It is not necessary to insert **9** for an outside line when storing Speed Dial numbers.)

Hang up your extension.

A maximum of 30 digits can be stored. If 30 digits are entered, you will hear a beep and the number is stored. Hang up to finish.

Location 50 is reserved for a hotline extension number.

Location 49 is reserved for the door intercom ***"Ring a telephone number"*** mode. This will enable visitors to be directed to another number (stored in location 49) when pressing the door intercom button.

PLEASE NOTE

It is not possible to store numbers in the speed dial memory from extensions which have call barring set.

To store the last dialled call as a speed dial number

Press keypad buttons in order shown

Proceed as if storing a name and number.

RECALL

Press **RECALL** instead of the telephone number to store the last dialled number. You will hear a beep and the number is stored. Hang up to finish.

To dial a speed dial number

Lift the handset.



Enter this code.

01-50

Enter the 2-digit location for the speed dial number you want. The recorded name is announced and the number is dialled.

If the external line is busy, you will hear an engaged tone.

PLEASE NOTE

If you replace the receiver at any time during a procedure, the procedure will be cancelled.

Using BT Select Services

To make the most of your Ultimate 106, we recommend you subscribe to the following BT Select Services:

Caller Display – Lets you know who's calling before you answer, and provides additional information about each call.

PLEASE NOTE

Ultimate 106 provides "Talking Caller ID". It does not display Caller ID or pass Caller ID information on to its extensions for display.

Call Sign – Gives you a second number to allocate to a specific extension – such as a fax machine – without needing a second line.

Call Waiting – Lets you know when someone else is trying to get through, even when you're already on the phone. During a call, you hear beeps to indicate that another person is ringing your number.

Save with BT's Value Plan

All 3 services are subscription based. Ask about BT's value plan, which delivers a range of services for a special combined price. Call BT on **Freefone 0800 800 150**.

Using Caller Identification

With Caller Identification, your Ultimate 106 gives you information about each call.

"VOICE ANNOUNCEMENTS"

The voice announces information received from the Caller Identification service. If no speed dial name is matched to the number, the number will be announced including the national dialling codes.

If the Caller ID service was unable to identify the number, one of the following announcements will be used:

"INTERNATIONAL" the call received was from outside the UK.

"UNAVAILABLE" The caller's exchange/network does not offer a Caller Display Service.

"WITHHELD" The caller has stopped their number from being sent. If you decide not to take this call, it is diverted to the Answer Machine/Call Director immediately.

"NETWORK RINGBACK" This a Ringback call. Wait until you are connected.

"INVALID" If your Ultimate 106 does not recognise the information contained within the caller display message. It will announce **"No number"** rather than announce a message which could contain errors. It does not mean there is a fault with your Ultimate 106.

To set the Caller Identification options at each extension

Press keypad buttons in order shown

You must select the level of Caller Display functions you receive at each extension.

Lift the handset at the extension you wish.

8 Enter this code.

1 Switches Caller Display announcements off.

Or

2 For announcements that indicate withheld or unavailable numbers.

Or

3 For announcements that give a name linked to a number stored in the speed dial directory, as well as any withheld or unavailable numbers.

Or

4 For Caller Identification announcements on all incoming calls. If no name is linked to the number, the number will be announced in full, including the national and international dialling codes.

★ To confirm.

To review calling numbers

Enter this digit. The Ultimate 106 will announce the last calling number.

3 Enter this digit. The Ultimate 106 will announce chronologically later numbers.

or *Or*

1 Enter this digit. The Ultimate 106 will announce chronologically earlier numbers.

To screen incoming calls using Caller Identification

When you pick up the handset the number is announced to you.

To take the call, press Recall or wait.

To ignore a call, hang up. All phones will start to ring again. If Call Director or answer machine in ON, they will pick up after the programmed number of rings.

BT's Call Waiting service

To use BT's Call Waiting service

During a call, if you hear the call waiting beeps:

RECALL

0

To place the first caller on hold and speak to the new caller. Alternatively, hang up to end the first call and your extension will ring (if it is programmed to do so). Lift the receiver and speak to your new caller.

To switch between 2 callers

When one caller is on hold, and you are speaking to the second caller, you can switch back and forth between both calls.

RECALL

0

Maintenance

General

Simply clean the Ultimate 106 with a damp cloth (not wet) or an antistatic wipe.

Service

Within guarantee

If you experience a problem with your Ultimate 106, you should contact the Ultimate 106 Helpline on **0845-3300042**. Calls are charged at local call rates. If the problem is not remedied, you will be advised to contact your original point of purchase.

Some retailers offer extended warranty schemes for cover outside the initial 12-month period. Please ask them for details.

Outside warranty

If your Ultimate 106 needs repair after the warranty period has ended, call the Ultimate 106 Helpline on **0845-3300042** for information on our recommended repair agents.

If you have to return your Ultimate 106

Pack the unit securely, preferably in the original packaging with the telephone line cord and mains power cable. We cannot take responsibility for goods damaged in transit.

Wall mounting

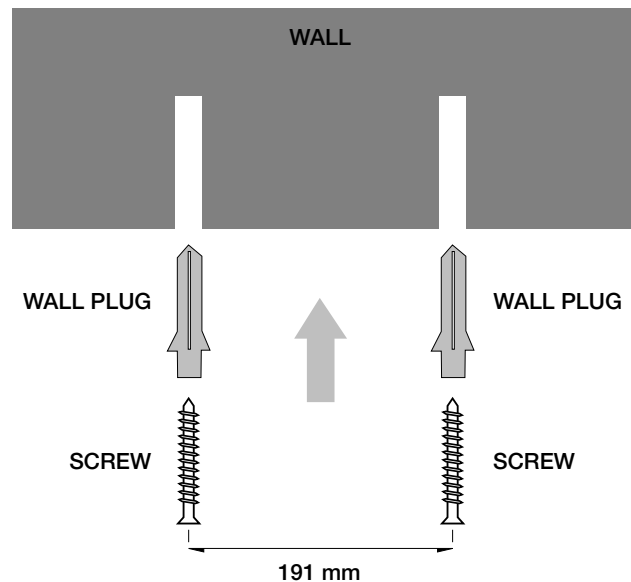
Your Ultimate 106 can be wall mounted using the screws and wall plugs provided. Use the wall mounting template (enclosed on a separate sheet from this user guide) as a guide for the drill holes.

Before you wall mount your Ultimate 106, check that:

- It is close to the master telephone socket and a mains power socket.
- It is in a convenient position from which to run the cabling from your extensions.
- The wall can support the weight of the apparatus.
- You have easy access to the Ultimate 106 and can easily take off the lower case cover when you need to program this system.

To wall mount the Ultimate 106 base unit

- 1 Using a pencil, mark the place on the wall where you wish to place the screws 191 mm apart.
- 2 Drill 2 holes suitable for the screws and wall plugs supplied.
- 3 Drive the screws into the wall, leaving about 5 mm free on which to hang the Ultimate 106.
- 4 Remember to leave sufficient space below the Ultimate 106 to give access to the wiring entry slots and at least 15mm above to allow the Ultimate 106 to be hooked on to the mounting screws.



Help

For the latest information on the Ultimate 106, please see www.ultimate106.com

If you are still experiencing difficulty, call the Ultimate Helpline on **0845-3300042**.

Feature code does not perform the function you would expect.

Are you in the correct programming mode i.e. program/normal.

When in programming mode, on picking up the telephone handset you hear an engaged tone and are unable to program anything.

You should be using extension 11 when programming, any other extension will give the above symptoms.

Unable to dial an external number.

Are you dialling **9** first, is there barring on the extension, is the external line OK?

You are not receiving any incoming calls, the in-use LED is on but no one is using any of the extensions.

You have the system in program mode.

Technical information

RTTE	<p>Hereby Promotion & Display Technology Ltd. declares that this Ultimate 106 is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.</p> <p>The Declaration of Conformance for the Ultimate 106 is published on the Website: http://www.pdtuk.com/archive/certificates/ultimate/default.htm</p>
Installation information	The Ultimate 106 connects to one exchange line and six (2 wire) telephone extensions.
Signalling	<p>DTMF.</p> <p>Pulse dialling (typical 10 pps).</p> <p>RECALL to external line – duration: 100ms.</p> <p>type: timed break.</p> <p>RECALL detection from extension – duration: 85ms to 200ms,</p> <p>type: timed break.</p>
REN	<p>REN of the Ultimate 106 is 4.</p> <p>Maximum REN per extension is 2.</p>
Environmental conditions	<p>Temperature range: (storage) –10°C to 60°C, (operating) 0°C to 55°C.</p> <p>Humidity range: (storage) 65%, (operating) 60% maximum.</p>
Ring cadences	<p>Internal: 1s ON, 2s OFF.</p> <p>External: 0.4s ON, 0.2s OFF, 0.4s ON, 2s OFF.</p> <p>Door-phone: 0.5s ON, 2.5s OFF.</p> <p>Alarm call: 0.5s ON, 0.3s OFF, 0.2s ON, 2s OFF.</p> <p>Internal Ring-back: 0.2s ON, 0.2s OFF, 0.2s ON, 0.2s OFF, 0.2s ON, 2s OFF.</p> <p>External Ring-back: 0.5s ON, 0.3s OFF, 0.2s ON, 2s OFF.</p>
Power Supply (internal)	<p>Power supply 220-240V AC 50/60Hz.</p> <p>Power consumption 45W.</p>
Weight	Weight 1.5kg.
Dimensions (approx.)	<i>Height: 200mm. Width: 295mm. Depth: 48mm (52mm from wall).</i>

Ultimate 106 default settings

Normal mode

x = extension number

? = option code

Code	Description	After power fail	After soft reset (92#1*0*6*#)	After hard reset (91#1*0*6*#) and factory default
83# or 84#	Switch to day mode/ night mode	Day mode	Day mode	Day mode
86# or 87#	Answer machine (or Call Director) on/off	On	On	On
4?#	Call forwarding/Do Not Disturb	Off	Off	Off
85??	Alarm call	No alarm call set	No alarm call set	No alarm call set
*01 to *50	Speed dial numbers	Unchanged	Unchanged	No speed dial numbers stored
	Recorded Messages	Unchanged	Unchanged	No messages stored
	OGM	Unchanged	Unchanged	No messages stored
8?*	Caller display announcements	No announcements	No announcements	No announcements
81#	Extension mailbox on	Off	Off	Off

Global programming mode

x = extension number

? = option code

Code	Description	After power fail	After soft reset (92#1*0*6*#)	After hard reset (91#1*0*6*#) and factory default
73#	Time setting	Midnight	Midnight	Midnight
74#	Date setting	1st January 1999	1st January 1999	1st January 1999
2x#??	Ring delay	Unchanged	No ring delay	No ring delay
1x#?	Day/night ringing select (on or off)	Unchanged	All extensions ring	All extensions ring
71#?	Day mode start time	Unchanged	No automatic day mode start time	No automatic day mode start time
72#?	Night mode start time	Unchanged	No automatic night mode start time	No automatic night mode start time
4x#?	Extension call barring	Unchanged	No restrictions	No restrictions
5x#?	Extension setting (i.e. hotline/fax/payphone/ call sign/normal	Unchanged	Normal	Normal
81# or 82#	Internal/External music on hold	Unchanged	Internal music	Internal music
83# or 84#	Call Director mode/ Answer machine mode	Unchanged	Unchanged	Answer machine
61# or 62#	Recording quality normal/high	Unchanged	High quality	High quality
	Answer machine rings before answer	Unchanged	2 rings	2rings
31#?	PIN code	Unchanged	No PIN code (remote access to messages not possible)	No PIN code (remote access to messages not possible)

Index

Alarm call	27	Call screening	32
Answer a call	25	Call Sign	4,31
from other ext.	25	Call Waiting	4,31,33
Answer machine	18	Cover	1,9
delete messages	23	Day and night ringing	9,11-13
delete OGM	20	Default settings	38-39
on/off	19	Deleting messages	23
record OGM	19	Direct line extension	9
remote access	23	Do not disturb	27
replay OGM	19	Door entry phone	1,4
ring delay	19	Emergency numbers	2
select	18	Extensions	
Cable clamp	8	connecting	1,5,7
Cable grip	6	direct line	9
Call barring	9,14	fax	9,16
Call Director	18,20	installing	6
default OGM	21	mailbox	20
delete messages	23	making calls	25
delete OGM	21	master	5,6
example OGM	21	numbers	5
mailbox OGM	22	payphone	15
on/off	20	ring delay	9,11
record OGM	21	settings	9
remote access	23,24	sockets	6
replay OGM	21,24	External calls	25
select	20	Fax machine	9,16
Caller Display	18	Forward calls	26,27
Caller Identification	4,10,22,31	Guarantee	34
call screening	32	Help	36
reviewing	32	Helpline	4
setting	32	Hotline	9,14-15

I nsertion tool	6	R ecording messages	22-23
Internal calls	25	Redial	25
International	31	Remote access	23
Invalid	31	Reset system	9,16-17
L ights,		Returns	34
answer machine	1	Ringback	28,29,31
call director	1	Ring delay, extension	9,11
day/night	1	Room monitor	28
indicator	1	S afety	37
in use	1,9	Select Services	31
messages	1	Sockets, extension	6
power	1	Speed dial	29
M ailbox,		Switch between callers	33
extension	20	System settings	9,38
OGM	22	T elephone line	1,8
remote access	24	Time and date	9,10,27
Making calls	25	Time announce	27
Memory		Transferring calls	26
dial	29,30	U navailable	31
name	29,30	V oice announcements	31
store	29	V oicemail	23
Messages,		W all Mounting	5,35
play back	22	W ithheld	31
recording quality	22	3 -way call	26
recording time	23		
your	22		
Music on hold	1,9,17		
N etwork ringback	31		
O n hold	26		
Out Going Message			
Answer machine	19		
Call Director	21		
P ayphone	15		
PIN	23		
Playing messages	22		
Power	1,8,37		
Program	9		
switch	1		



Offices worldwide

The telecommunications services described in this publication are subject to availability and may be modified from time to time. Services and equipment are provided subject to British Telecommunications plc's respective standard conditions of contract. Nothing in this publication forms any part of any contract.

Touchtone™ is a registered trade mark of British Telecommunications plc in the UK.

© British Telecommunications plc 2002.
Registered Office: 81 Newgate Street, London EC1A 7AJ.
Registered in England No. 1800000.
Printed in the China. Ultimate 106 Issue 3 (12/02) 2
Designed by The Art & Design Partnership Limited.

